



- Support program staff as needed to schedule and arrange meetings, travel, conferences and public hearings.
- Prepare expense claims for staff.
- Respond to general and specific public inquiries about the Endowment program.
- Screen visitors and telephone calls.
- File and manage records of the Endowment program.
- Serves as Timekeeper for program staff.
- Serve as PC Coordinator and represent the Endowment at California State Library (CSL) PC Coordinator meetings.
- Other duties as required.

### **DESIRABLE QUALIFICATIONS:**

- Ability to communicate orally.
- Ability to work overtime as needed.
- Ability to operate a keyboard, scanner, printer, photocopier, & telephone.
- Able to lift and/or move objects weighing up to 30 pounds.
- Able to communicate clearly, in writing and orally.
- Ability to be flexible.
- Ability to understand and follow directions, organize work and set appropriate priorities among tasks.
- Able to handle appropriate criticism.
- Experience using personal computers and related software, the Internet, and office equipment.
- Ability to be tactful and discreet, and treat all supervisors, coworkers, and grant applicants with respect.
- Experience in dealing with diverse cultural groups.

### **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications must be received by COB September 14, 2007. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

### **EQUAL OPPORTUNITY EMPLOYER**